

**Union Board of Directors  
Meeting Minutes  
August 26, 2020**

Members present: Laura Beck, Cameron Combs, Les Delgado, Michael Luecke, Shweta Batra (sub for Tiffany Miller), Matt Moreno, Leah Singleton, Amanda Zimmerman, Daniel Peak, Christa Coffey, Megan Wheeler, Wendy Denman, Mike Flores, Molly Orr, Richard Owens, Phyllis Vaughn.

Members not present: Dakota Fountain, Josselyne Sibrian, Jeffrey Britain

Executive Director, Wendy Denman, began the meeting at 11:00 a.m. via Zoom.

Wendy introduced herself and welcomed all new members as well as returning members. Wendy explained she usually conducts the first meeting so that elections can be held which will include the Chair, Vice Chair and an Executive Committee Member. All other meetings will then be led by the elected Chair person.

Wendy then asked for everyone to introduce themselves. She used the membership list and called out each person to identify themselves and ask that they identify the area they are representing for the board. It was noted that the board is still in need of a representative for Discovery Park, a member from the Faculty Senate, and a member from the Staff Senate. The Union Directors were also asked to introduce themselves and give an explanation of their positions.

After all introductions, Wendy showed portions of the Bylaws and Constitution of the Board and asked the Secretary to make sure copies were emailed to everyone. Wendy reviewed the responsibilities of the area representatives as identified in the Constitution. She pointed out that the Board would approve capital expenditures as needed, and gave an example that the recent increase in Union fees was voted on and approved by the Board.

Wendy also provided information about the Executive Committee. The committee consists of the Chair, Vice Chair and a student representative voted on to be a member of the Executive Committee. The Executive Director, Wendy Denman, also serves on the committee. The Executive Committee is to conduct an annual review of the Bylaws and Constitution and may also form adhoc committees as needed. Wendy explained that all other meetings this year will be run by the newly elected Chair using a modified version of Robert's Rules. If the Chair is unable to attend a meeting, the meeting would then be run by the Vice Chair. The meetings follow an agenda template which will be emailed to all members.

Wendy then moved forward with elections and explained that being the Chair or Vice Chair is a good opportunity to show leadership and even if members felt uncomfortable and not sure about holding one of these positions, she would meet with them to advise and help them through the meetings. She explained that someone can be nominated by another member, or members can nominate themselves. Once candidates are nominated, they will be put into a breakout room and the other members will then vote.

Wendy then asked for nominations for Chair. Christa Coffey nominated Leah Singleton and Leah accepted the nomination. Michael Luecke, SGA President, nominated Amanda Zimmerman and Amanda accepted the nomination.

With no other nominations, each candidate was asked to say why they should be considered for the position. Both candidates said a few words and were then put into a breakout room for the vote. Wendy asked if there was any discussion and Daniel Peak moved to go ahead with the vote. By a show of hands for each candidate, Amanda Zimmerman received the most votes and accepted the position as Chair of the Union Board of Directors.

Nominations for Vice Chair were requested. Laura Beck and Les Delgado nominated themselves and Daniel Peak nominated Leah Singleton who accepted the nomination. Each candidate said a few words as to why they should be considered for the position and were then put into a breakout room for the vote. Wendy asked for any discussion about the nominations. Cameron Combs motioned to move forward with the vote, which was seconded by Amanda Zimmerman. With a show of hands, Les Delgado received the most votes and accepted the position as Vice Chair of the Union Board of Directors.

Wendy then asked for nominations for the Executive Committee Member. Cameron Combs nominated himself and Christa Coffey nominated Leah Singleton who accepted. With no other nominations, Wendy invited the candidates to say a few words as to why they should be considered for the position. The candidates were then put into a breakout room for the vote. Molly Orr motioned to move forward with the vote, which was seconded by Christa Coffey. With a show of hands, Leah Singleton received the most votes and accepted the position of Executive Committee Member.

Wendy congratulated the new officers and asked Amanda if she would like to facilitate the meeting. Amanda suggested it would be better for her to take over the next meeting and to listen in on this one. Wendy then presented the March 2020 Meeting Minutes for approval which were emailed to all members of the Board. Christa Coffey motioned for the minutes to be approved, Megan Wheeler seconded the motion. With no objections, and one abstention, the Minutes were approved by majority vote.

The area representatives were then asked to present. Facilities representative, Mike Flores, had nothing to report.

Area Representative for Budget and Finance, Phyllis Vaughn, provided an update on the FY2021 UBD Budget which was emailed to all members. Phyllis pointed out the document shows a proposed budget for the fiscal year and that as we get into the year further, the budget will then show actuals. Phyllis pointed out that the Union Fees have been decreased by approximately 8% and there will be no revenue from events due to the COVID shutdown. If anybody has any specific questions now or later, members can call or email her. Wendy added further details about the budget explaining that the Union is a revenue generating operation as well as an auxiliary service which means we give money back to the university for services such as financial services and human resources. The reserves in our budget are used to pay for things like equipment renovations, furniture replacement, etc. Our revenue will be much different this year because normally we rent out space in the Union and rent our services such as A/V services. Since we cannot have events at this time, it will be an interesting year.

Area Representative for Programming, Molly Orr, reported that events have now changed to be all virtual. Molly pointed out that a link was provided on the agenda that was sent out which is connected to the UPC calendar. Since things are ever-changing, activities are planned for August and September. After that, UPC will plan month by month in case some flexibility is given. Over the summer, about 20 events took place and attendance was low but that is not unusual for summer activities. This week UPC kicked off Monday with Bingo and there was a great showing. Molly asked everyone to share the link and advised that there are some flyers at the Info Desk people can pick up. Everything they are doing is on social

media and they are also still doing lawn signs. Discovery Park is also doing some virtual social media things to serve the students there. The Fine Arts Series normally funded by the Union was cut for this year, but workshops will still be done and the Art Gallery will still be going on in the Union.

Area Representative for Conferences & Events, Richard Owens, advised there are no new updates but his department is working hard with other departments on campus to try to help them convert whatever in person conferences they might have had into virtual conferences.

The Director's Report was provided by Wendy. She explained that the Board meetings for the year are to be voted on in this meeting. Typically, the meetings are held the third Wednesday of each month. She pointed out that the suggested meeting dates are shown under Action Items on the agenda. With no questions concerning the dates, Wendy then moved on to provide an update on what has been happening at the Union since March. Wendy explained that the Union was always open even though many things went remote and virtual. The building underwent a deep cleaning and dining was open to provide food for the staff who were still on campus. Time was spent delving into the new reality we have right now in terms of creating signage, and installing plexi-glass in the customer service areas. Cleaning has become a major focus in the Union throughout the building. It is a part of the responsibilities of both our staff and students at this time. Wendy stated that during these challenging times we are focused on helping the students stay connected. Even with social distancing we don't want students to feel isolated so we continue to do what we can to make the Union a safe place for them anytime they want to come here.

Wendy also reported that the Union now has classes in two of the three ballrooms starting at nine in the morning until 9:30 at night. The small ballrooms have been turned into an overflow area for dining space. The first day of classes yielded a little over 10,000 people going through the Union whereas last year there were over 30,000. It's been slow, but steady and if anyone can think of ways for improvement, please provide feedback. The Union has been designated as a hub for students to pick up a mask if they need one. Everyone is required to wear a mask unless they are actively eating or drinking.

Wendy then presented the Action Item which included the Board Meeting dates. Michel Luecke motioned to approve the meeting dates. The motion was seconded by Matt Moreno. Wendy confirmed that the meetings will be virtual and at 11am, but the university will be reevaluating the situation mid-September to determine if any meetings or events can be in person. With a show of hands the dates were approved with no objections or abstentions.

Wendy confirmed that the next meeting will be September 16<sup>th</sup> at 11am via Zoom.

Wendy adjourned the meeting at 11:59am.

Respectfully submitted by Pam McDonald